

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/09**

OPEN TO: All Interested Candidates
POSITION: Cultural Affairs Assistant, FSN-7
OPENING DATE: June 06, 2014
CLOSING DATE: June 20, 2014
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: Ordinarily Resident: US\$ 8,300 (Starting salary)
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Cultural Affairs Assistant position in its Public Affairs Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Under the direct supervision of the Cultural Affairs Officer (CAO) and the overall direction of the Public Affairs Officer (PAO), the incumbent is responsible for designing and implementing Mission Vietnam's alumni program in the southern half of the country, in close consultation with the alumni team in Embassy Hanoi. This Cultural Affairs Assistant position is also responsible for youth outreach, and supporting and implementing the Young Southeast Asian Leaders Initiative (YSEALI) in the southern consular district. The incumbent will also oversee programs such as the Global Undergraduate Exchange (UGRAD) program the English language ACCESS program, in order to help identify strong candidates for YSEALI activities and advance Mission Vietnam's youth outreach.

Please contact the Management Office at 3520-4200 X4342/4454 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in liberal arts, education, English, or a related field is required.
2. At least two years of professional experience in the fields of event or program management, education, NGO work, or a related field is required.
3. Must have 1) good knowledge of the higher education systems of both the United States and Vietnam; 2) knowledge of Vietnamese cultural, educational, political, and economic structures; 3) understanding of the differences between social norms in Vietnam and the United States.
4. Must have ability to 1) plan, organize, and implement post's cultural programs; 2) establish and maintain individual contacts with key official; 3) draft reports and other materials in English and Vietnamese; 4) manage grants. Must be detail-oriented to deal with complicated financial reports.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to Appendix B for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 04 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4454
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JUNE 20, 2014.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.